



## SAINT GABRIEL SCHOOL

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ST. GABRIEL SCHOOL BOARD MEETING MINUTES

JANUARY 4, 2010 6:00 PM

### ***Action Items in Bold Italics***

**Present:** Fr. R. Neumann, Kim Smith, Scott Mueller, David Beaupre, Mrs. P. Martin, Barbara Peyton, Laurie Deneen, Kate Spector, KC Burns,

**Absent:** Leda Monticello

**1. Opening Prayer** – Mrs. Martin

**2. Review of Minutes**

- November minutes were amended to reflect a change in item 6 to show correct spelling of Enrollment committee member Liz Canevari and Finance committee Paul Pranaitis. November minutes were accepted as amended.
- December minutes amended to reflect Cindy Fisher is no longer Board member. December minutes were accepted as amended.

**3. Pastor's Report** – Collections have remained steady over Christmas and New Year with Christmas collection remaining at about what it was in 2008.

**4. Principal's Report & Budget Review – Mrs. Martin**

- Mrs. Martin presented the school activities for January which were numerous:
- Teachers are working on NEASC accreditation on JAN 12. Nothing left for the Board to do on the Plan; Head of visiting committee will be at the school in JAN.
- Open House on Jan 13<sup>th</sup> & 20<sup>th</sup> & Parent's Day Jan 19.
- Working with Finance Committee to prepare better reporting system.
- ***Laura will send copies (via email) of the final document (Standard 2 and the Five Year Plan) to the Board members by end of Jan or first week in Feb.***

**5. Committees**

- **Enrollment** – Laurie Deneen, Barbara Peyton & Liz Canevari met and a list of their current action items was distributed.
- **Financial Planning** – K.C. Burns reported that Marc Fusco, Ray Carlson, Paul Pranaitis, Debbie Burns are presently serving on Finance along with Stan Kulas who represents the Parish, Mrs. Martin and Betty Caruso representing St Gabriel School. Three major areas on which the Committee will focus: Moving from a three rate to two rate tuition structure (Catholic versus non-Catholic) per order of the Archdiocese; Reporting will be addressed (i.e. converting to accrual from cash & greater reconciliation control); Investment vehicles will be examined for priore scholarship money.
- **Physical Plant and Facilities** – Scott Mueller has 3 members in addition to himself serving on Physical Plant and Facilities: Gary Olin, Peter Morante, David Beaupre. Scott is getting together with Mrs. Martin to tour the facilities to examine 2010-2011 facility needs.
- **School Advancement** – Kate Spector, Kim Smith, Leda Monticello awaiting 5 year plan (final) to act upon the needs identified in the Plan. Mrs. Martin will give Kate a copy of the Hoffman Foundation application. The Committee will meet the second week of Feb when the final 5-Year Plan is available.

**6. Old Business**

- a) Kim brought up the archdiocese policies on delinquent accounts; Board members need to be made aware of these accounts. Mrs. Martin assured the Board we have no one who is past due from July and October 2009. Going forward, accounts in arrears will be addressed promptly and consistently.

**7. Closing Prayer** ~ Fr. Neumann

**8. Adjournment**

***Next Meeting will be Monday, March 1, 2010 at 6:00 p.m.***

**Respectfully Submitted on Behalf of the Board**

***By Kate Spector***